

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

4171-11
10

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received SEP 18 1980 Application No. 76-143-A Date Completed NOV 17 1980

Record Series Title: 76-143 CETA Trainee Payment Files

Person to Contact:

Item number to be amended: Item 16 on old form
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

Qa Cde 59-637(1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential

AUTHORITY: Federal Register, July 20, 1979; 29-70.203b-3b1,2.

Division Director/Designee: *[Signature]* Date 9/2/80

Records Management Officer (RM&C): *[Signature]* Date *[Signature]*

ESA Director: *[Signature]* Date *[Signature]*

State Auditor/Designee: *[Signature]* Date 10-30-80

Secretary of State/Designee: *[Signature]* Date 10-27-80

Attorney General/Designee: *[Signature]* Date 11-12-80

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

4171-11

10

Application Number

76-143

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date:

July 23, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

JUL 24 1980

76-143-A

AUG 28 1980

Record Series Title: Comprehensive Employment Training
Act (CETA) Trainee Payment Files

Person to Contact: W. F. Reynolds

Item number to be amended:

24 and 25

Telephone No. 656-3074

Reads as follows:

Item 11 Require files to be kept 4 years; administrative decision.

Item 12 Cut off file at end of F.Y. hold in current file area 1 year or until
federal or state audit is completed, whichever is later; then transfer
to State Records Center; hold 3 years, then destroy.

Amended to read:

Item 11: Federal Retention Instructions, Prime Sponsor Instruction No. 80-025

Item 12: Records Created on or Before 30 Sept. 1978: Destroy 30 September 1983.
Do not destroy until all audit questions are resolved.
Records Created on or After 1 October 1978: Cut off files at end of each
fiscal year; hold in current files area 1 year; then transfer to
State Records Center; hold 4 years; then destroy upon resolution of
federal audit questions.

Reason for change:

Reference: 41 CFR 29-70.203b-1 and CETA Forms Preparation Handbook, Chapter VI, Item 3.A
Para 676.35 Federal Register Vol. 45 No. 99 May 20, 1980.

AUTHORITY:

Division Director/Designee:

Records Management Officer (RMO):

ESA Director:

State Auditor/Designee:

Secretary of State/Designee:

Attorney General/Designee:

Date

Date

Date

Date

Date

Date

ESA-143 (3/80)



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date February 3, 1976	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received: FEB 10 1976 Application No. 76-143 Date Completed: MAY 11 1976	
2. Agency Application No. DL-032	3. Agency, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit - Rm 367 State Office Bldg. Atlanta, Georgia 30334	4. Person to Contact C. R. Ridge	5. Mailing Title Supervisor
		6. Tel. No. 656-3074	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 08/01/74 to date	9. Exact Series Title Comprehensive Employment Training Act - Trainee Payment Files-CETA
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0. What is the function of the office in which this record series is created?
The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees; and subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain requirements.

Administers payments of allowances and wages under Manpower Programs of the U.S. Dept. of Labor upon request.

The Special Programs Payment Unit receives initial enrollment forms and establish a payment record for each individual trainee; receives and processes weekly request for payment of training allowances, Work Experience Wages; and payment of Incentive Allowance and Training Related Expenses to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate and overpayments; periodic review of records to ascertain continued eligibility; maintenance of payment records and general correspondence files.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
Documents relating to Administration of Allowance Payments to Trainees under the Comprehensive Employment Training Act of 1973.

Included are: Attached List.

The files are arranged numerically by the Trainee's Social Security Number

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT RECEIVED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	25	37.5		18	27
Legal-size File Drawers	0	0	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				35	none
				This Year's	Last Year's
				1	0
				Preceding Year's	All Prior Years
				0	0
			AVERAGE DAILY REFERENCES	1	0
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [X] []
- 14. Is there a duplication of this series in another office or agency? [] [X]
- 15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] [X]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
- 18. Could the function be performed if the files were lost or destroyed? [X] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
- 20. Does the record series provide data as input to an EDP file? [] [X]
- 21. Does the record series contain documentation produced as EDP printout? [] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII [x] []
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] []

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Based upon standards of disposition for other departments. See item 22

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER * See below , then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [x] Other: (Specify) Cut off file at the end of each Fiscal year, hold in current files area 1 year or until Federal or State Audit is completed, whichever is later, then transference to State Records Center; hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):
To eliminate necessity for filing equipment and floor space required to hold inactive records over and above necessary active files frequently referred to.

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
<i>[Signature]</i>		2-9-76			
25. Recommendations in paragraph 25 are:	Agency Head/Designee	[X] Approved [] Disapproved	<i>[Signature]</i>		2-5-76
	State Auditor/Designee	[X] Approved [] Disapproved	<i>William M Dixon</i>		5-7-76
	Secretary of State/Designee	[X] Approved [] Disapproved	<i>Carroll Hart</i>		2-14-76
	Attorney General/Designee	[X] Approved [] Disapproved	<i>Robert H. Steel</i>		5-10-76

STATE RECORDS COMMITTEE

Form	ESA-405	Wage Transcript Claim Record Card
"	CETA-26	Enrollment (Allowance)
"	CETA-203	Individual Certification For Vocational Training
"	CETA-6	Client Status Change/Termination
"	CETA-70	Institutional Training Payment Ledger
"	CETA-61	Weekly Request for Allowance
"	CETA-28	Verification of Public Assistance
"	CETA-5	Personal Data Change
"	CETA-1	Participant Enrollment Form (R-10/75)
"	CETA-68	CETA Memorandum
"		Memorandum to GTES Local Office
"	CETA-62	Notice of Determination
and related correspondence		

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date February 3, 1976	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DL-032		Date Received FEB 10 1976	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit - Rm 367 State Office Bldg. Atlanta, Georgia 30334		4. Person to Contact C. R. Ridge	
		5. Working Title Supervisor	6. Tel. No. 656-3074

7. ACTION REQUESTED

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				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	1	0	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
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Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Marshall</i>	2-9-76		
26. Recommendations in paragraph 25 are: <u>FEDERAL</u>	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>ES Garner</i>	2-5-76
	State Auditor/Designee <u>DOL</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>72 Zind</i>	5-14-76
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	2-14-76
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

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